

**MWA POLICY  
FOR  
ARS-425 AUTHORIZATION TO APPLY FOR AND USE FUNDS FROM OUTSIDE SOURCES  
TO CSREES**

- Electronic submission of the ARS-425 to obtain Area Director and NPS approvals is the essential FIRST step in the application process. The ARS-425 is required if the ARS scientist is Primary Investigator (PI), Co-PI or Secondary Investigator on the proposal.
- When the budget and project summary is developed, complete the ARS-425 in ARIS.
- Submit the 425 electronically in ARIS at the same time the Cover Sheet, Project Summary and Budget Sheets are mailed to the Area. The ARS-425 will be sent electronically via ARIS for Area and NPS approvals. The ARS-425 must be in the ARIS Active database before submission of the proposal to the funding source.
- Preparation of the remainder of the proposal can then proceed during the approval process if the particular deadline is close.
- Submit proposal through the Area (either to Area Office or the Budget and Fiscal Office) so an Area Director can sign the application as Authorized Organizational Representative.
- The ARS scientist is PI and ARS affiliation is shown throughout the proposal to the funding source, unless a waiver is sought and approved by an Area Director.
  - o Category II scientist may not be listed as PI on proposal for funds from outside sources.
  - o Category II scientist may be a Co-PI or Secondary Investigator with the Research Leader as PI.
- The scientist must sign the necessary forms before submitting to the Area Office.

REMINDER: Agency overhead must be included if the dollars are to come directly to ARS (11.11% of net dollars).

**FORM**

**SIGNATURES REQUIRED**

CSREES-661 Application for Funding  
 CSREES-1232 Project Summary  
  
 CSREES-55 Budget  
  
 CSREES-62 Assurance Statement  
 CSREES-663 Current and Pending Support  
 CSREES-1234 NEPA - National Environmental  
 Policy Act Exclusion Form

Scientist and Area Director  
 None (Scientists names must be  
 typed on the Project Summary  
 form)  
 None (Budget is signed when  
 funded)  
 Area Director  
 None  
  
 None (Scientists name must be  
 typed on the form)

- A detailed budget for each year of requested support and a summary budget for the overall project period must be included.
- Funds that will be used in an RSA (Research Support Agreement) must have a separate detailed budget.
- RSA total is identified and entered on the line All Other Direct Costs of the overall total budget, e.g., RSA (Research Support Agreement) \$53,281.
- Personnel providing services through an RSA may not have a Ph.D.
- The above requirements apply for funds that will be used in a SCA (Specific Cooperative Agreement).

Send a copy of the final proposal, either to Area Office or the Budget and Fiscal Office, at the same time the required copies are sent to the funding source.